

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1040.8D
Pers-23
5 November 1992

OPNAV INSTRUCTION 1040.8D

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY RETENTION/SEPARATION QUESTIONNAIRE

Ref: (a) Title 5, USC 301 (NOTAL)
(b) MILPERSMAN 3640476,
Paragraph 4

1. **Purpose.** To establish procedures and guidelines for completion of the Navy Retention/Separation Questionnaire.
2. **Cancellation.** OPNAVINST 1040.8C.
3. **Information.** The questionnaire provides information for statistical analysis to improve and develop personnel related policies and initiatives. A service member's completed form will not initiate administrative action or become part of the service member's record.
4. **Action.** Under the authority of reference (a), request personnel complete the Navy Retention/Separation Questionnaire according to the following procedures. Since responses to questionnaires assist in the formulation of future policy and lend support in current initiatives affecting naval service members, commanding officers will ensure maximum participation.

a. Enlisted Personnel

(1) Each command's reenlistment check-in list or separation check-out list will include the opportunity to complete a Navy Retention/Separation Questionnaire. A service member, upon reenlistment or return to active duty, will complete a questionnaire if desired. The command reenlisting the individual will administer the questionnaire. Navy veterans (NAVETS) will complete their questionnaires at the Recruit Training Centers' NAVET indoctrination course.

(2) The Navy Retention/Separation Questionnaire is composed of 14 sections on the front page and 46 questions on the back page. The reenlisting service member will complete Sections 1 through 10, 13 and 14. The service member's parent command will complete Section 12. Section 11 will be left blank. The service member will fill out the back page only if desired. Counsel the service member that responses to the questionnaire lead to improvements in personnel policies and programs.

b. Officer Personnel

(1) Each command's check-in list or separation check-out list will include the opportunity to complete a Navy Retention/Separation Questionnaire. All officers complete the questionnaire as part of the execution of Permanent Change of Station (PCS) or separation from active duty. These procedures do not apply to officers ordered to a student status.

(2) The Navy Retention/Separation Questionnaire is composed of 14 Sections on the front page and 46 questions on the back page. Officers will complete Sections 1 through 11, 13 and 14. The officer's parent command will complete Section 12. The officer will complete the back page only if desired. Counsel the officer that responses to the questionnaire lead to improvements in personnel policies and programs.

c. Parent commands are responsible for completing the questionnaire. The Command Career Counselor, where assigned, will administer the questionnaire to enlisted personnel. The Administrative Officer will administer the questionnaire to officers and to enlisted personnel in the absence of a Command Career Counselor. Personnel Support Detachments will assume responsibility for administering questionnaires to reenlisting/separating personnel transferred to activities designated per reference (b).

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d. Parent commands are responsible for ensuring that correct procedures for completing the questionnaires are followed. That includes submitting a questionnaire with information on the front page for personnel declining to voluntarily participate. Use a number 2 pencil or softer lead to thoroughly darken all circles marked. Ensure that all stray marks are completely erased. Since forms are electronically scanned, use only questionnaires obtained through the supply system. Do not use mimeographed or xerox-type copies. Do not fold, staple or mutilate the forms. Mail completed questionnaires protectively to:

Bureau of Naval Personnel Detachment
Navy Occupational Development and
Analysis Center (Code 20)
Building 150
Washington Navy Yard (Anacostia)
Washington, DC 20374

5. Form. The Navy Retention/Separation Questionnaire, OPNAV 1910/5 (1-90), stock number 0107-LF-008-7800, may be obtained through normal supply channels per NAVSUP P2002.

6. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

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